

Job Announcement

POSITION TITLE: Chief Deputy Court Clerk
LOCATION: Fifth District Court - Cedar City
STEP RANGE: 42-46 (\$15.17 to \$16.92)
*wage will increase effective July 1: \$15.71 to \$17.51
TYPE OF POSITION: Full-time position with benefits
CLOSING DATE: **June 8, 2007 at 5:00 p.m.**

RESUMES SHOULD BE DIRECTED TO:

Carolyn Bulloch
5th District Court
40 N. 100 E.
Cedar City, UT 84720
435-867-3201 (phone)
435-867-3212 (fax)

DUTIES:

Under general supervision from the Clerk of the Court, oversees designated operations in the District Court:

- Supervises deputy court clerks, assigns and monitors work, facilitates training and development of staff. Monitors and evaluates performance and productivity
- Evaluates and recommends changes in policies, procedures, and operations
- Participates in staff meetings, assists in resolving problems and establishing uniform procedures within the court
- Ensures that cashiering function operates efficiently and within established guidelines
- Prepares and maintains a variety of forms, files and reports
- Performs deputy court clerk duties as necessary to maintain efficient operations
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS: At least four years of experience as a Deputy Court Clerk and current on educational requirements, or an equivalent combination of education and experience. The successful candidate must complete the career track requirements in a timely manner.

APPLICATION PROCEDURE: Applications may be obtained from Dept of Workforce Services, downloaded off the Internet at www.utcourts.gov, or from the Administrative Office of the Courts, 450 S State, SLC. Please include a resume.

The Utah State Courts is an Equal Opportunity Employer. The courts comply with all state and federal laws prohibiting discrimination, and provide reasonable accommodation to disabled individuals as required by ADA.